

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**  
MEETING MINUTES  
**August 27, 2014**

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, August 27, 2014** in the James R. Thompson Center, 100 West Randolph Street, 11-722A and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson, called the meeting to order at 2:00 p.m.

**ROLL CALL**

**Board members present (5):**

Springfield:           Dave Boots, present  
                              Joe Small, present  
                              Pam Blackorby, present

Chicago:                Karla Schreiber, present  
                              Sam Dorger, present

Other staff:            Melissa Mahoney, Chief Procurement Officer  
                              Rocco LaSalvia, Acting State Purchasing Officer  
                              Eileen Baumstark-Pratt, Board Secretary  
                              Emily Vivian, Land Acquisition  
                              Iris Delgado, Purchasing Supervisor

**Approval of minutes from the meeting held on July 23, 2014**

The Chair asked the Board to review and approve minutes from the Wednesday, July 23, 2014 Procurement Policy Compliance and Monitoring Board (PPCMB) meeting. Sam Dorger moved and Dave Boots, seconded the motion and by unanimous vote, the minutes from the meeting held on Wednesday, July 23, 2014 were approved.

The motion carried on the following voice vote:

**Yeas:** Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

## **New Business:**

### **Intergovernmental Agreement with WIU – Sane Trainings Online Learning Network (OLN)**

Rocco LaSalvia, Acting State Purchasing Officer (SPO) explained Office Services received a request from Kim Pulliam, Grant Manager, that we secure an Intergovernmental Agreement with Western Illinois University (WIU) to continue to host and provide support for the Sexual Assault Nurse Examiner (SANE) on-line learning network. This on-line learning network was implemented to provide a myriad of training opportunities for students, allowing them to complete the required sixteen (16) hours of training prior to attending the SANE certified training our office offers.

Western Illinois University has hosted our on-line learning network for the last several years and has been paid with grant funds our office receives from the Illinois Criminal Information Authority. The cost to host and support our online learning network is \$1,500 each month or \$18,000 per year.

Office Services will enter into an intergovernmental agreement with WIU in the amount of \$18,000.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

### **Photo Copier Purchase(s)**

Rocco LaSalvia, Acting State Purchasing Officer (SPO) explained that the office is seeking to purchase five (5) digital copiers to replace existing copiers in our Springfield Office that have either reached or exceeded the projected life expectancy. Further some of the existing copier models have become obsolete and vendors can no longer properly maintain the equipment because it is too difficult to find replacement parts, resulting in extended down time. In some instances, parts are simply no longer available, rendering these machines inoperable. Office Services learned that the copiers were available for purchase off a CMS Master Contract, awarded to Xerox Corporation, contract #4017714 at a total cost of \$30,522.00. Office Services will secure a purchase order in the amount of \$30,522.00.

As Rocco explained, Office Services recently learned that the under the CMS master agreement agencies are required to secure a separate 5-year maintenance contract, at the rates specified under the terms of the contract. In other words, although the CMS contract dictates the maintenance terms, it is not a maintenance contract. The master contract requires that each office / agency contract directly with Xerox for a term no less than sixty (60) months at the rates established for each respective copier model identified under the master agreement.

Therefore, the Office will need a separate contract to secure maintenance for the digital copiers for a specified term and rate. The maintenance cost is comparable to the current maintenance obligation. Office Services will come back before the PPCMB Board to secure maintenance for the copiers. It is still projected that the maintenance cost for the remainder of FY15 will be approximately \$8,450.00.

The Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members

**Public Comment:**

The Chairperson asked if there were any public comments. No public comment.

**Adjournment:**

There being no further business to come before the PPCMB Board, Sam Dorger moved, and Dave Boots seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Dave Boots, Joe Small, Pam Blackorby, Sam Dorger and Karla Schreiber

The meeting adjourned at 2:07 p.m.